

# International Registration Plan Texas Apportioned Registration Information Packet

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Texas Department of Motor Vehicles
Motor Carrier Division
Commercial Fleet Services Section
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## **Contents**

Purpose	4
What is Apportioned Registration?	4
Who May Obtain Apportioned Registration?	4
Where Do I Obtain Apportioned Registration?	5
What Do I Need to Obtain Apportioned Registration?	5
Selection of Texas as Base Jurisdiction Requirements	6
Established Place of Business	6
Proof of Vehicle Ownership	7
Apportioned Application, MCD-356 (Schedules A and B)	7
Schedule A	7
Schedule B	8
Texas Apportioned Cab Card Weight Schedule, MCD-357	8
Acceptable Distance Records for Audit, MCD-467	8
Heavy Vehicle Use Tax (HVUT)	8
Proof of Financial Responsibility (Liability Insurance)	8
USDOT Number and Federal Tax Identification Number	9
Valid Lease	9
Apportioned Fees	g
Payment Options	g
When Do I Get My Apportioned License Plates and Cab Cards?	10
What Else Do I Need To Do To Be Compliant?	10
1. Driver's Trip Records	10
2. Monthly/Quarterly/Annual Summaries	10
3. Supporting Information for IVDRs	11
4. Actual Distance	11
5. Retention and Availability of Records	11
6 Records Review	11

## Texas Apportioned Registration Information Packet

7. Audit	11
Frequently Asked Questions?	12
How do I set up an account?	12
How do renewals work?	12
How Do I Make Changes? (Supplements)	12
Adding or Deleting a Vehicle	12
Change a Registered Weight	13
I Lost My Plate or Cab Card. How do I get a replacement?	13
What if I Need a Corrected Cab Card?	13
How Do I Register My Trailer/Semi-Trailer?	13
Appendix A	14
Texas Department of Motor Vehicles – Regional Service Centers (RSC)	14
Appendix B	16
Sample Filled In IVDR	16
Sample Blank IVDR	17
Appendix C	18
Sample Filled In Monthly/Quarterly/Annual Summary by Unit and Fleet	18
Sample Blank Monthly/Quarterly/Annual Summary	19
Appendix D	20
Apportion Records Retention Chart	20
Appendix E	21
Texas International Registration Plan Apportioned Application – MCD- 356	21
Appendix F	23
Texas Apportioned Cab Card Weight Schedule, MCD-357	23
Appendix G	24
Acceptable Distance Records for Audit, MCD-467	24
Glossary	25

## **Purpose**

This packet has been prepared by the Texas Department of Motor Vehicles (TxDMV) as a guide to assist Texas' interstate operators to obtain Apportioned Registration under the provisions of the International Registration Plan (IRP or the Plan). The Plan is an agreement providing for registration reciprocity among member jurisdictions. The Plan allows commercial vehicles engaged in interstate operations to obtain registration privileges in two or more member jurisdictions (United States and Canadian Provinces).

## What is Apportioned Registration?

Under this agreement, commercial carriers only pay a proportionate, or "apportioned," amount to each jurisdiction in which they operate. The Plan provides for payment of apportionable fees on the basis of the proportion of total distance operated in all jurisdictions by the vehicle (or fleet of vehicles). The fees that are charged are based on the distances traveled in each jurisdiction relative to the total distance traveled.

This allows the carrier to operate more efficiently without obtaining registration from each individual jurisdiction. The fee calculations are explained in more detail on page 9 under Apportioned Fees.

The unique feature of the Plan is that even though apportionable fees are paid to the various jurisdictions in which the vehicles are operated, the only plate and Cab Card issued for each vehicle are those issued by the Base Jurisdiction.

Additional questions should be directed to the Motor Carrier Division (MCD) at (800) 299-1700 or any of the TxDMV Regional Service Centers (RSC), Contact information for the nearest RSC can be found in Appendix A.

## **Who May Obtain Apportioned Registration?**

An apportionable vehicle is any commercial vehicle used or intended for use in two or more member jurisdictions and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property, and is:

- a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,794 kilograms; or
- a power unit having three or more axles, regardless of weight; or
- used in combination, when the weight of such combination exceeds 26,000 pounds or 11,794 kilograms gross vehicle weight.

There are several types of vehicles that do not require apportioned registration. Some of these vehicles may be apportioned at the option of the registrant. Examples include:

- trucks and truck tractors, and combinations of vehicles having a gross vehicle weight of 26,000 pounds (or 11,794 kilograms) or less;
- recreational vehicles;
- vehicles displaying restricted use plates;
- city pick-up and delivery vehicles;
- antique or historical vehicles; and,
- government-owned vehicles.

The expiration month for new registrations will be the end of the month before the registration was purchased. For example, if the registration was purchased in April, the expiration will be the following March 31st. The registration year is a twelve-month period.

## Where Do I Obtain Apportioned Registration?

All new account applications may be processed at a RSC (see Appendix A). In special circumstances you may also submit these applications to the MCD in Austin.

Once the account is established, you may make changes to and renew your registration in several ways, including:

- Online 24/7 through TxIRP at <a href="https://irp.txdmv.gov/">https://irp.txdmv.gov/</a>
- In person or by mail At one of the 16 RSCs
- By mail only Mail renewal applications (do not send payment) to:

Texas Department of Motor Vehicles
Motor Carrier Division
P.O. BOX 26440
Austin, Texas 78755-0440

Note: Once your application has been finalized through verification of required documents, you may make your payment online or at any TxDMV Regional Service Center.

For processing inquiries, please call (800) 299-1700; Monday – Friday between the hours of 8:00 a.m. to 5:00 p.m. (Central Time). RSC hours are 8:00 a.m. to 5:00 p.m. (local times), Monday through Friday. Offices are closed weekends and official state holidays. However, the TxIRP online services are available 24/7.

## What Do I Need to Obtain Apportioned Registration?

There are several documents that must be provided at initial account setup and at renewal. The items needed for both new accounts and renewals are outlined below. Each requirement is discussed in more detail later in this document.

For initial account setup for Apportioned Registration, you will need to provide evidence of:

- Texas residency (see information below for examples of acceptable proof);
- Established Place of Business in Texas:
- Ownership of each vehicle to be registered under the account;
- Proof of Payment of Heavy Vehicle Use Tax, if applicable;
- Valid financial responsibility (liability insurance);
- USDOT Number and Taxpayer Identification Number (Tax ID) for the apportioned registrant and the USDOT Number and Tax ID for the Motor Carrier Responsible for Safety (CRFS) (if applicable);

#### And Include

- Texas Apportioned Application, MCD-356 (Schedules A and B);
- Texas Cab Card Weight Schedule, MCD-357;
- Acceptable Distance Records for Audit, MCD-467;
- Valid Lease (if applicable);

For **renewals** and **changes** to your registration credentials, you will need to provide the following evidence:

- Proof of Payment of Heavy Vehicle Use Tax, if applicable;
- Valid financial responsibility (liability insurance);

 USDOT Number and Tax ID for the apportioned registrant and the USDOT Number and Tax ID for the Motor Carrier Responsible for Safety (CRFS) (if applicable);

#### And Include

- Texas International Apportioned Registration Application, MCD-356 (Schedules A and B);
- Texas International Registration Plan Cab Card Weight Schedule, MCD-357;
- Acceptable Distance Records for Audit, MCD-467;
- Valid Lease (if applicable);

#### Selection of Texas as Base Jurisdiction Requirements

An applicant may elect Texas as its base jurisdiction if the following requirements are met

- if the applicant has an established place of business in Texas.
- if the applicant's fleet accrues distance in Texas, and
- if records of the fleet are maintained in Texas or can be made available.

To establish a Texas Apportioned Registration account an applicant *must provide three of the following items* to establish residency or an established place of business:

- if the applicant is an individual, that his or her driver's license is issued by that Jurisdiction,
- if the applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that Jurisdiction,
- if the applicant is a corporation, that the principal owner is a resident of that Jurisdiction,
- that the applicant's federal income tax returns have been filed from an address in that Jurisdiction,
- that the applicant has paid personal income taxes to that Jurisdiction.
- that the applicant has paid real estate or personal property taxes to that Jurisdiction,
- that the applicant receives utility bills in that Jurisdiction in its name,
- that the applicant has a vehicle titled in that Jurisdiction in its name, or
- that other factors clearly evidence the applicant's legal residence in that Jurisdiction.

NOTE: All documents submitted from the above list must reference the same physical address.

#### Established Place of Business

The International Registration Plan defines an established place of business as:

"Established Place of Business" means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

#### **Proof of Vehicle Ownership**

You must provide a valid Texas Certificate of Title for each vehicle you wish to register under your apportioned account. If you have recently applied for a Texas title, acceptable proof will be the Title Application Receipt (Form RTS-500) from the county tax assessor-collector's office. Owners of out-of-state vehicles may apply for a Registration Purposes Only by submitting the following documentation to their local county tax office or a RSC:

- Copy of front and back of the out-of-state title
- Texas Safety Inspection (Form VI-30)
- Original certified empty weight certificate
- Application for Registration Purposes Only (For vehicles titled outside Texas that are to be registered in Texas) (VTR-272)
- Application for Texas Certificate of Title (Form 130U)
- Appropriate fees made payable to your local county tax assessor-collector

#### Apportioned Application, MCD-356 (Schedules A and B)

The MCD-356, often referred to as Schedule A and B, is used to gather the vehicle and jurisdiction information needed to prepare the registration credentials.

Included on the MCD-356 will be a question pertaining to the safety responsibility of the vehicle. Since Texas is a participating jurisdiction in the Performance Registration Information System Management program, (PRISM, see page 9 for details), you will need to list the Carrier Responsible For Safety (CRFS), USDOT Number and Taxpayer ID Number. This number will belong to the company that you are currently leased to. If you are not under a lease or contract, this number will be the registrants USDOT Number and Tax ID. A sample is included see Appendix E

#### Schedule A

The Schedule A is used to compile vehicle information for your application. Each vehicle to be operated with Apportioned Registration must be listed on this form. A vehicle should not be listed on the application if:

- it will not operate in two or more jurisdictions,
- it is not titled in Texas or have a Texas RPO (Registration Purposes Only)
- the Federal Heavy Vehicle Use Tax (Form 2290) has not been paid (if applicable), and
- proof of financial responsibility (liability insurance) cannot be provided

You will need to provide the following vehicle information in order to complete the Schedule A:

- Unit Number
- Year and Make
- Number of Axles
- Total Number of Axles (including trailer)
- Unladen Weight
- Type i.e. Truck Tractor (TT), Truck (TK) or Bus (BS)
- Fuel Type (gasoline, diesel, etc.)
- Desired gross weight (total weight for the power unit and trailer)
- Purchase Price
- Factory Price
- Purchase Date
- Texas Title Information (Vehicle Identification Number, Document Number and Current Owner Name)

 Carrier Responsible for Safety (USDOT#, Tax ID# and indicate if the lease agreement will expire during the registration period)

#### Schedule B

If a unit previously had apportioned registration during the previous 18 months, you must use those distances on your initial Texas apportioned application. On an initial Texas apportioned application use the Average Per Vehicle Distance Chart for each jurisdiction.

The Average Per Vehicle Distance Chart is available online at <a href="www.TxDMV.gov">www.TxDMV.gov</a> under the Motor Carrier/Apportioned Registration section.

For renewal applications enter only the actual distance traveled in each Jurisdiction.

If no actual distance was accrued during the reporting period; the Average Per Vehicle Distance Chart must be used. Upon submission of the next renewal, you will be required to provide documentation of intent to travel interjurisdictionally.

#### Texas Apportioned Cab Card Weight Schedule, MCD-357

The Texas Apportioned Cab Card Weight Schedule (MCD-357) may be completed by all Texas based carriers who wish to adjust operating weights in a particular jurisdiction.

In conjunction with an apportioned registration renewal application, you only need to complete this form if you are making changes to the registered weights of vehicles already in the fleet. List the total combined gross weight of the power units or combination of vehicles (power units only). You may also be required to submit a business plan outlining future operations to adjust jurisdiction weights. A sample is included, see Appendix F.

#### Acceptable Distance Records for Audit, MCD-467

When establishing an apportioned registration account and at time of renewal, you are required to submit a completed MCD-467 certifying that you are aware of the record keeping requirements of IRP. These requirements are discussed in detail on page 10 under "What Else Do I Need to do to be Compliant?" A sample is included, see Appendix G.

#### Heavy Vehicle Use Tax (HVUT)

Due to federal law, proof of payment of the HVUT is required when licensing vehicles with a gross weight of 55,000 pounds (24,948 kg.) or more. Proof of payment for new or used units being titled and registered in Texas is required within sixty (60) days of the date shown on the title assignment.

Acceptable proof of payment is a copy of a receipt for Internal Revenue Service (IRS) Schedule 1 (Form 2290) for the applicable tax period of July 1 through June 30. Electronic filing is required for each return reporting 25 or more vehicles that you file during the tax period. However, you are encouraged to file electronically regardless of the number of vehicles being reported. Once your return is accepted by the IRS, your stamped Schedule 1 can be available within minutes. Questions regarding this tax should be directed to the IRS at (800) 829-1040 or to a local IRS office. Visit <a href="www.irs.gov">www.irs.gov</a> for more information.

## Proof of Financial Responsibility (Liability Insurance)

The State of Texas has a mandatory financial responsibility law (liability insurance). The most common proof of financial responsibility is a liability insurance card issued to the policy holder by the insurance company. Copies of proof of financial responsibility insurance will be required prior to the issuance of Apportioned Registration.

If you have obtained a TxDMV Motor Carrier Certificate Number, you may submit a copy of your Motor Carrier Insurance Certificate as proof of insurance.

## Non-Trucking And Bobtail Insurance Are Not Acceptable For Processing Texas Apportioned Applications.

Questions about proper evidence of financial responsibility should be directed to your insurance company, TxDMV MCD at (800) 299-1700, or your local RSC.

#### **USDOT Number and Tax Identification Number**

The State of Texas participates in the Performance and Registration Information System Management (PRISM) Program sponsored by the Federal Motor Carrier Safety Administration (FMCSA). This program requires TxDMV to deny or revoke the registration of a vehicle that falls under a federal out of service warning.

To comply with this program, a USDOT Number and Federal Tax Identification Number for Motor Carrier Responsible for Safety (CFRS) will be required for all Texas apportioned applications before they will be processed.

FMCSA encourages all applicants with Internet access to use the online registration assistant at <a href="http://www.fmcsa.dot.gov/online-registration">http://www.fmcsa.dot.gov/online-registration</a> to determine all FMCSA registration requirements. For applicants without Internet access, you may call FMCSA at (800) 832-5660 for additional information.

To find out more about obtaining a Tax Identification Number visit <a href="www.irs.gov">www.irs.gov</a>, call the IRS at (800) 829-1040 or visit a local IRS office.

#### Valid Lease

If you will be leasing your vehicle(s) to another company for operation, you will need to provide a copy of the lease agreement. When the lessor provides the insurance and the insurance documents reflect their name, a copy of the lease agreement with that company must be included with your apportioned application. The lease must identify the vehicle(s) involved in the agreement and must be signed by the lessee and lessor.

## **Apportioned Fees**

The fees for Apportioned Registration are calculated based on distance percentages for each jurisdiction in which the vehicle or fleet of vehicles operates. If actual distances are not accrued during the reporting period, average distances will be used to calculate apportioned fees.

The registration fees paid for Apportioned License Plates do not include the following:

- motor fuel taxes or fuel permit fees
- permits to exceed the maximum length, width, height, or axle/gross weight limitations
- operating authority as required by any state or province
- registration or license fees from a state or province that is not a member of the IRP

Please do not submit fees when mailing your initial application. Payment is not required until the application has been finalized.

#### **Payment Options**

Payments may be made at one of the RSCs with cashier's check or money order; or online with ACH bank transfer or credit card.

#### When Do I Get My Apportioned License Plates and Cab Cards?

Once you have submitted the required information and payment, you will receive your Apportioned License Plate(s) and Cab Card(s). You have the option of picking up your plates at the RSC or the plates can be mailed to you. A shipment of five or more plates will require a shipping label or air bill.

## Review the cab card(s) for accuracy prior to making payment. Corrections cannot be made after payment has been received.

Vehicles registered with Apportioned License Plates shall be deemed fully registered in all jurisdictions that appear on the Cab Card and may be operated both interstate and intrastate. The registrant may need to obtain proper operating authority from the other regulatory agencies, unless an exemption has been granted by such agency.

### What Else Do I Need To Do, To Be Compliant?

An apportioned registrant must operate all apportioned vehicles interstate and must maintain accurate distance records and routes of travel of trip movement for each vehicle licensed with Apportioned Registration. The following outlines the registrant's responsibilities:

#### 1. Driver's Trip Records

An acceptable source document to record distance is an "Individual Vehicle Distance Record" (IVDR). The IVDR is completed by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common IVDRs used are the driver's trip sheets and driver's logs. Other similar records are acceptable, provided they must contain the following basic information:

- a) Dates of trip (start date and end date)
- b) Trip origin and destination (city and state)
- c) Beginning and ending odometer or hubodometer reading of the trip
- d) Routes of travel
- e) Total trip distance traveled
- f) Distance traveled by jurisdiction (separate distance by state or province)
- g) Power unit number or vehicle identification number

See Appendix B for Sample IVDRs
This form is available at no cost – contact MCD at (800) 299-1700

## 2. Monthly/Quarterly/Annual Summaries

The IVDR information must be summarized on a monthly/quarterly/annual basis.

The monthly/quarterly summary must contain information by individual vehicle (e.g., distance by jurisdiction, total distance traveled in each jurisdiction)

The quarterly/annual summary must contain information by fleet (e.g., distance by jurisdiction, total distance traveled in each jurisdiction).

#### See Appendix C for Sample Monthly/Quarterly/Annual Summaries This form is available at no cost – contact MCD at (800) 299-1700

#### 3. Supporting Information for IVDRs

The information recorded on the IVDRs must be accurate and legible. The distance and routes of travel to be entered on IVDRs must be accurate and consistent. Acceptable methods are odometer and/or hubodometer readings and actual routes of travel.

#### 4. Actual Distance

In recording the actual distance of an apportioned vehicle, the registrant must record all movement (inter-jurisdictional and intra-jurisdictional) including loaded, empty, dead head, bobtail and/or personal distance.

#### 5. Retention and Availability of Records

IVDRs and monthly/quarterly/annual summaries must be retained for a period of three reporting periods plus the current reporting period. This shall include all records substantiating operations during each reporting period pertaining to the application for apportioned registration. A reporting period is defined as July 1 through June 30 on the apportioned application. See Appendix D for a detailed list.

#### 6. Records Review

A records review will be performed on the records of new apportioned registrants. This review is performed to verify that the registrant understands the type of records that are required. Failure to respond to the records review request will subject the registrant to the cancellation of the Apportioned Registration.

#### 7. Audit

IRP requires Texas to audit three percent of Fleets whose registration renews annually under the Plan.

## **Frequently Asked Questions?**

If you have questions, you may contact the MCD at (800) 299-1700.

#### How do I set up an account?

TxIRP allows you to manage your apportioned account anytime from anywhere. You can renew your registration and make changes to your account securely over the Internet. To use the TxIRP online fast lane, you will need:

- Internet access
- A computer with Microsoft Internet Explorer 6.x or higher.
- Adobe Reader to see billing statements and Cab Cards.
- A TxDMV issued User Name, Password and Access Code. To obtain these, call the MCD at (800) 299-1700 or a local RSC.
- A laser printer, if you want to print Cab Cards.

#### How do renewals work?

The state mails your registration renewal packet 75 days before your registration expires.

You may renew your registration in several ways, including:

- Online 24/7 through TxIRP at <a href="https://irp.txdmv.gov/">https://irp.txdmv.gov/</a>
- In person or by mail At one of the 16 RSCs see Appendix A.
- By mail only Mail renewal applications (do not send payment) to:

Texas Department of Motor Vehicles Motor Carrier Division P.O. BOX 26440 Austin, Texas 78755-0440

If renewing by mail, please submit renewal applications no later than 1st day of the month of expiration to allow sufficient time to calculate your fees and return your billing notice. Please allow 2-3 weeks for processing and mailing.

## How Do I Make Changes? (Supplements)

You may make changes to your account as needed by filing a supplemental application (MCD-356) in person at a RSC or online. Things that may be changed include:

- adding or deleting a vehicle in your fleet:
- changing a registered weight on a unit

#### Adding or Deleting a Vehicle

After an original application is filed and processed, vehicles can be added or deleted by filing a Texas International Registration Plan Apportioned Application form MCD-356 with the RSC or online.

Apportioned License Plates cannot be transferred to another owner or vehicle. Therefore, if a vehicle that is registered with Apportioned License Plates is sold, the plates should be removed and returned to a RSC.

Vehicles that are added as replacement units for deleted vehicles can be exchanged on a one for one basis in Texas. This is known as a credit exchange. Registration credit remaining on the unit being deleted will be applied to the unit being added; however, not all jurisdictions allow credit exchange. It is

#### Texas Apportioned Registration Information Packet

advised to exchange like vehicles to maximize the available exchange credits. Any unused exchange credit will be removed from the fleet.

Credits cannot be transferred from one account or fleet to another. In order to receive credit when a vehicle is deleted, the Apportioned License Plate and Cab Card must be surrendered to the RSC at the time the supplement is filed.

If your county assesses an Optional County Road and Bridge Fee and/or the Child Safety Fund Fee, you will also be billed accordingly. When a replacement vehicle is of a greater weight or requires a higher registration fee, additional fees will be collected.

The same requirements must be met on supplemental applications as on original or renewal applications in regard to the following:

- Texas Titling Requirements;
- IRS Heavy Vehicle Use Tax Schedule 1 (Form 2290);
- Proof of Financial Responsibility (liability insurance);
- Texas International Registration Plan Cab Card Weight Schedule (MCD-357).
- Carrier Responsible for Safety (USDOT and Tax Identification Number)

Information on credits and refunds may be obtained from the MCD at (800) 299-1700 or a RSC.

If a vehicle is sold or placed out of service, the current Apportioned License Plate and Cab Card may be surrendered to a RSC for authorization of a refund for the remaining portion of the Texas registration fees, or may be held and submitted at a later date as credit exchange.

#### Change a Registered Weight

Registered weights may be adjusted online or by submitting the Texas International Registration Plan Apportioned Application, MCD-356, to a RSC. Lowering registered weights will not result in a refund of registration fees.

## I Lost My Plate or Cab Card. How do I get a replacement?

A replacement Apportioned License Plate may be requested online with the assistance of the MCD at (800) 299-1700 or obtained by contacting a RSC and completing the Texas International Registration Plan Apportioned Application, MCD-356. The replacement plate fee is \$7.50. A duplicate "Original" Cab Card may be obtained online (no charge) or at your local RSC for a fee of \$2.00.

#### What if I Need a Corrected Cab Card?

Contact the Motor Carrier Division at (800) 299-1700 or a RSC for any corrections that need to be made to your Cab Card.

## How Do I Register My Trailer/Semi-Trailer?

Registration of trailers varies based on the use. For more information contact the MCD at (800) 299-1700 for assistance in determining the proper registration for your trailer.

# Appendix A Texas Department of Motor Vehicles – Regional Service Centers (RSC)

REGION	PHYSICAL ADDRESS MAILING ADDRESS	NUMBERS	COUNTIES SUPPORTED
Abilene	4210 N. Clack Abilene, TX 79601	Local: (325) 674 - 1000 Fax: (325) 674 - 1003	Brown, Callahan, Coke, Coleman, Comanche, Concho, Eastland, Fisher, Jones, Kimble, Menard, Nolan, Runnels, Schleicher, Shackelford, Stephens, Sutton, Taylor, Tom Green
Amarillo	5715 Canyon Dr., Bldg. H Amarillo, TX 79110 P. O. Box 20326 Amarillo, TX 79114	Local: (806) 467 - 3600 Fax: (806) 356 - 3311	Armstrong, Briscoe, Carson, Castro, Collingsworth, Dallam, Deaf Smith, Donley, Gray, Hall, Hansford, Hartley, Hemphill, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher, Wheeler
Austin	1001 E. Parmer Lane, Suite A Austin, TX 78753	Local: (512) 719 - 6900 Fax: (512) 837 - 7703	Bastrop, Blanco, Burnet, Caldwell, Colorado, Comal, Dewitt, Fayette, Gillespie, Gonzales, Guadalupe, Hays, Lampasas, Lavaca, Lee, Llano, Mason, McCulloch, Mills, San Saba, Travis, Williamson
Beaumont	8550 Eastex Freeway Beaumont, TX 77708	Local: (409) 895 - 3200 Fax: (409) 895 - 3205	Chambers, Hardin, Houston, Jasper, Jefferson, Liberty, Montgomery, Newton, Orange, Polk, Sabine, San Jacinto, Trinity, Tyler, Walker
Corpus Christi	1701 South Padre Island Dr., Bldg. 2 Corpus Christi, TX 78416	Local: (361) 808 - 3900 Fax: (361) 808 - 2610	Aransas, Bee, Calhoun, Duval, Goliad, Jackson, Jim Wells, Karnes, Kleberg, Live Oak, Matagorda, McMullen, Nueces, Refugio, San Patricio, Victoria, Wharton
Dallas	1925 E. Beltline Rd., Suite 100 Carrollton, TX 75006	Local: (972) 478 - 5200 Fax: (972) 416 - 4296	Collin, Dallas, Fannin, Grayson, Hunt, Kaufman, Rockwall
El Paso	1227 Lee Trevino, Suite 100 El Paso, TX 79907	Local: (915) 594 - 6000 Fax: (915) 594 - 6003	Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Presidio
Fort Worth	2425 Gravel Drive Fort Worth, TX 76118	Local: (817) 285 - 1500 Fax: (817) 590 - 2504	Denton, Hood, Johnson, Palo Pinto, Parker, Tarrant, Wise

REGION	PHYSICAL ADDRESS MAILING ADDRESS	NUMBERS	COUNTIES SUPPORTED
Houston	2110 East Governors Circle Houston, TX 77092	Local: (713) 316 - 6103 Fax: (713) 866 - 7302	Austin, Brazoria, Fort Bend, Galveston, Grimes, Harris, Waller
Longview	4549 W. Loop 281 Longview, TX 75604	Local: (903) 237 - 2800 Fax: (903) 237 - 2804	Angelina, Bowie, Camp, Cass, Cherokee, Delta, Franklin, Gregg, Harrison, Henderson, Hopkins, Lamar, Marion, Morris, Nacogdoches, Panola, Rains, Red River, Rusk, San Augustine, Shelby, Smith, Titus, Upshur, Van Zandt, Wood
Lubbock	135 Slaton Rd. Lubbock, TX 79404	Local: (806) 748 - 2900 Fax: (806) 748 - 2903	Bailey, Borden, Cochran, Crosby, Dawson, Dickens, Floyd, Gaines, Garza, Hale, Hockley, Kent, Lamb, Lubbock, Lynn, Motley, Scurry, Terry, Yoakum
Midland- Odessa	3901 East Hwy 80 Odessa, TX 79761	Local: (432) 276 - 4400 Fax: (432) 276 - 4403	Andrews, Crane, Crockett, Ector, Glasscock, Howard, Irion, Loving, Martin, Midland, Mitchell, Pecos, Reagan, Reeves, Sterling, Terrell, Upton, Ward, Winkler
Pharr	600 West Expressway 83 Pharr, TX 78577	Local: (956) 784 - 6700 Fax: (956) 702 - 3718	Brooks, Cameron, Hidalgo, Jim Hogg, Kenedy, Starr, Webb, Willacy, Zapata
San Antonio	3500 NW Loop 410 San Antonio, TX 78229	Local: (210) 731 - 2130 Fax: (210) 733 - 8079	Atascosa, Bandera, Bexar, Dimmit, Edwards, Frio, Kendall, Kerr, Kinney, La Salle, Maverick, Medina, Real, Uvalde, Val Verde, Wilson, Zavala
Waco	2203 Austin Avenue Waco, TX 76701	Local: (254) 296 - 2700 Fax: (254) 752 - 7656	Anderson, Bell, Bosque, Brazos, Burleson, Coryell, Ellis, Erath, Falls, Freestone, Hamilton, Hill, Leon, Limestone, Madison, Mclennan, Milam, Navarro, Robertson, Somervell, Washington
Wichita Falls	1601 Southwest Parkway, Bldg A Wichita Falls, TX 76302	Local: (940) 235 - 4800 Fax: (940) 235 - 4850	Archer, Baylor, Childress, Clay, Cooke, Cottle, Foard, Hardeman, Haskell, Jack, King, Knox, Montague, Stonewall, Throckmorton, Wichita, Wilbarger, Young

This information was revised on Dec. 14, 2015, and may be subject to change. Updated contact information may be found at www.txdmv.gov.

## **Appendix B**

#### Sample Filled In IVDR

#### IVDR - Individual Vehicle Distance Record

No Gap miles - Record ALL miles the truck is driven On or Off Duty.

Document odometer reading when crossing state/jurisdictional line, loading, unloading or stopping for rest.

If additional space is needed total page and start new sheet,

Follow month end cut offs - the last day of every month EVEN IF your trip is not complete.

Document your ending odometer and calculate mileage through that day then start new sheet.

Calculate Jurisdictional total summary Monthly, Quarterly & Annual per Unit

1/22/14	rt Date				s listed on TxIRI Trucking		
SEPTEMBER	tart Odom.	OP	IGIN - City	2234 SE2	it/Trailer#	Fleet #	Acct #
	115,251 Dalhart, T			, 5.	1	rice;	112233
The second		200000000000000000000000000000000000000		This is the state of			10000000
Date	Stop-City,ST O		Jur	Dist. Per Jur.	Odometer	US-3851	Route
1/22/14	Oklahoma Sta	1660-1178	TX	40	ASSESSED ASSESSED	US-3851	×
Date	Stop-City,ST O		Jur	Dist. Per Jur.	Odometer		Route
1/22/14	Kansas Sate I	Line	OK	60	115,351	US-56W	
Date	Stop-City,ST O	R State Line	Jur	Dist. Per Jur.	Odometer	dan er	Route
1/22/14	Dodge City, I	KS	KS	216	115,567	US-4001	W, 11368 109 Rd
Date	Stop-City,ST O	R State Line	Jur	Dist. Per Jur.	Odometer		Route
Date	Stop-City,ST O	R State Line	Jur	Dist. Per Jur.	Odometer		Route
Date	Stop-City,ST O	R State Line	Jur	Dist. Per Jur.	Odometer	1	Route
Date	Stop-City,ST O	R State Line	Jur	Dist. Per Jur.	Odometer		Route
Date	Stop-City,ST O	R State Line	Jur	Dist, Per Jur.	Odometer		Route
Date	Stop-City,ST O	R State Line	Jur	Dist. Per Jur.	Odometer		Route
Date	Stop-City,ST O	R State Line	Jur	Dist. Per Jur.	Odometer		Route
Total	Dist. Per Jurise	diction		Total Miles	316	Auto Calc	ulates all miles
Jui	Dist. Per .	Jur.	Fue	l Purchases - Onl	y record purchas	es for this	Unit
TX		40	Date	Merchant - C		uel Type	\$ Gal / # Gal
OK		60				3.0	
KS		216					

## Sample Blank IVDR

#### IVDR - Individual Vehicle Distance Record

No Gap miles - Record ALL miles the truck is driven On or Off Duty.

Document odometer reading when crossing state/jurisdictional line, loading, unloading or stopping for rest.

If additional space is needed total page and start new sheet.

Follow month end cut offs - the last day of every month EVEN IF your trip is not complete.

Document your ending odometer and calculate mileage through that day then start new sheet.

Calculate Jurisdictional total summary Monthly, Quarterly & Annual per Unit

Trip Sta	rt Date		Registrant's Name - as listed on TxIRP Account						
<u> </u>	Start Odom.		OF	RIGIN - City	, ST	Uni	t/Trailer#	Fleet #	Acct #
	tart Odom.			don'- eny	, 51		UTT affet #	ricet #	Acti #
Date	Stop-City,ST	OP	Stota Lina	Jur	Dist. Per .	Tur	Odometer		Route
Date	Stop-City,51	OK	State Line	Jul	Dist. Per .	Jui.	Odometer		Koute
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Date	Stop-City,ST	OR	State Line	Jur	Dist. Per	Jur.	Odometer		Route
Date	Stop-City,ST	OR	State Line	Jur	Dist. Per .	Jur.	Odometer		Route
Date	Stop-City,ST	OR	State Line	Jur	Dist. Per	Jur.	Odometer		Route
Date	Stop-City,ST	OR	State Line	Jur	Dist. Per .	Jur.	Odometer		Route
Date	Stop-City,ST	OR	State Line	Jur	Dist. Per .	Jur.	Odometer		Route
Date	Stop-City,ST	OR	State Line	Jur	Dist. Per .	Jur.	Odometer		Route
Date	Stop-City,ST	OR	State Line	Jur	Dist. Per .	Jur.	Odometer		Route
Date	Stop-City,ST	OR	State Line	Jur	Dist. Per .	Jur.	Odometer		Route
Total	   Dist. Per Ju	risdict	tion		Total	Miles		Auto Calc	ulates all miles
Ju	r Dist. F	er Jur.		Fue	l Purchases	- Only	record purch	ases for this	Unit
				Date	Merch	ant - Ci	ity, ST	Fuel Type	\$ Gal / # Gal
			_						
				Du:	er Print Nan			D:	r Signature

Appendix C
Sample Filled In Monthly/Quarterly/Annual Summary by Unit and Fleet

Registrant Name: ABC Trucking Jurisdiction Registrant Name: ABC Trucking 97 95 134 145 167 140 130 150 3rd Qtr 48 Monthly, Quarterly and Annual Distance Summary July 1, 2014 through June 30, 2015 Monthly, Quarterly and Annual Distance Summary 395 384 Nov 505 494 483 430 420 461 450 July 1, 2014 through June 30, 2015 Dec 60 593 ccount #: 112233 112233 Mar 88 800 8 1st Qtr 2160 2406 990 150 140 2nd Qtr 367 8

Registrant Name: ABC Trucking

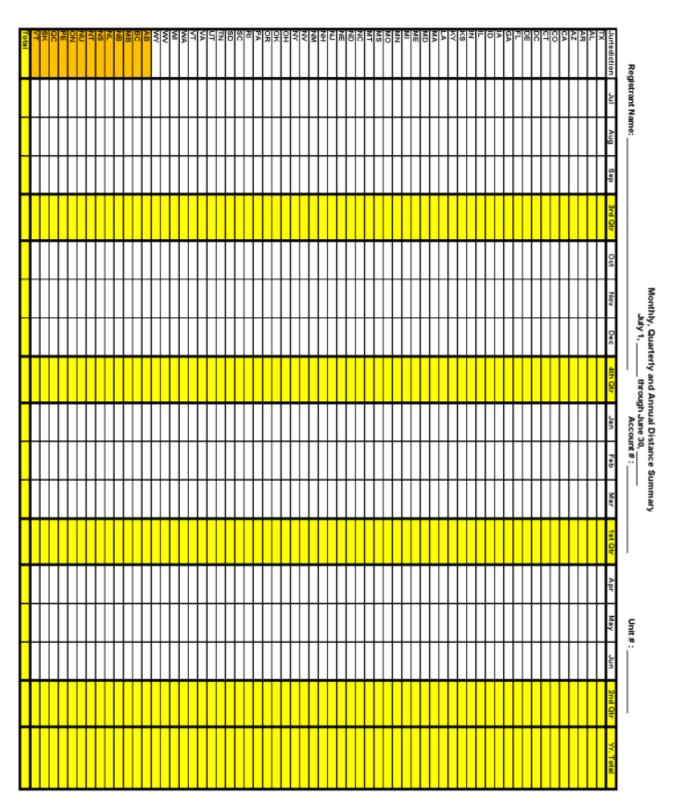
3rd Qtr

Monthly, Quarterly and Annual Distance Summary

July 1, 2014 through June 30,

Apr

## Sample Blank Monthly/Quarterly/Annual Summary



## Appendix D

#### Apportion Records Retention Chart

If your Apportioned Registration Expiration Year is 2015

And Month is JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC July 1, 2013 - CURRENT

Retain Records July 1, 2012 - CURRENT

If your Apportioned Registration Expiration Year is 2016

And Month is JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

July 1, 2014 - CURRENT

July 1, 2017 - CURRENT

Retain Records July 1, 2013 - CURRENT

If your Apportioned Registration Expiration Year is 2017

JAN FEB MAR APR MAY JUN JUL AUG And Month is SEP OCT NOV DEC July 1, 2015 - CURRENT

Retain Records July 1, 2014 - CURRENT

If your Apportioned Registration Expiration Year is 2018

And Month is JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC July 1, 2016 - CURRENT

Retain Records July 1, 2015 - CURRENT

If your Apportioned Registration Expiration Year is 2019

And Month is JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Retain Records July 1, 2016 - CURRENT

If your Apportioned Registration Expiration Year is 2020

And Month is JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Retain Records July 1, 2017 - CURRENT July 1, 2018 - CURRENT

## **Appendix E**

## Texas International Registration Plan Apportioned Application – MCD- 356

ш										
Reason Credentials Surrendered		pt. Data Romoved	Gross Wgt.	-	WIA		Plats #	Make	Year	Unit #
	ADDED	TOTAL UNITS ADDED		** If Document # is not shown - Carrier must furnish proof of Texas title in order to register vehicle.	as title in order	roof of Tax	r must furnish p	shown - Carries	ent # is not s	** If Docum
	S. miles )	<ul> <li>Type = #8 (bus), IX (buck only), II (buck bridge), is Fuel = Dieset Des. Bropane.</li> <li>Colorado Tailler, II unit is Type IX (buck) with travel in Colorado, Indicate either Types or "no" if the bruck pulls a trailer in Colorado.</li> <li>Colorado Tailler, II unit is Type IX (buck) with travel in Colorado, Indicate either Types or "no" if the braids.</li> <li>Colorado Tailler, II unit is Type IX for the Carrier Responsible for the Salety (CRFS) fitness of the venicle.</li> <li>Colorado Tailler, Tax (D. Ether Tax (D. Eff. the CRFS).</li> <li>Colorado Tax (D. Ether Tax (D. Eff. the CRFS).</li> <li>Colorado Tax (D. Ether Tax (D. Eff. the CRFS).</li> <li>Colorado Tax (D. Ether Tax (D. Eff. the CRFS).</li> <li>Colorado Tax (D. Ether T</li></ul>	dar in Colorado.	<ul> <li>Type = #85 (bus), IX (busy only), IX (busy only), IX (busy byside).</li> <li>Solorado, Trailer: If unit is Type TX (busy) with travel in Colorado, indicate attain "yes" or "no" if the brusk pulse a trailer in Colorado.</li> <li>CHES USD: The Busy USD DT # for the CRES.</li> <li>CHES TAX BD: The Tisk ID DT # for the CRES.</li> <li>CHES TAX BD: The Tisk ID DT # for the CRES.</li> <li>CHES TAX BD: The CRES of the venicle is expected to change during this registration year.</li> <li>Special Use: Indicate non-standard uses (i.e., carrival, during thusk, form busk, logging, wiscker, pumplefullibrane, household.</li> </ul>	Propane wither 'yes' or 'no' 'RFS) fitness of the gistration yeer: truck logging wi	Diesel, Gas. ado, indicate the Salety (f during this re- struck, farm	<ul> <li>Type = #32 (bus), IX (busy only), II (busy blacket), *** Fuel = Dieset, Gas. Propuse.</li> <li>Colorado, Trailler, if trust is Type TX (busy) with travel in Colorado, indicate attact year or "no" if the proving Colorado, indicate attact year or "no" if the verticle.</li> <li>CORSE USDO: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay 10 FM; the CRES</li> <li>CORSE TAX BOT: Enter Tay</li></ul>	*Type = #15 (bus), IX (busk only), II (busk to  "I - Colorado Trailler; II unt is Type IX (busk) v  "I - Colorado Trailler; II unt is Type IX (busk) v  "I - Colorado Trailler; II unt is Type IX obressor  "I - Colorado IX (bush of the Colorado IX obressor  "I - YNU proteste II the Colorado IX obressor  "I - Special Use; industa non-attendant uses (ii.	(bus), IK (buck Trailer: If unt) : DOT: Enter US OD: Enter Tax site if the CRPS se: Indicate nor	*Type = #S 1 - Colorado 2 - CRES US 3 - CRES TA 4 - YNV POSE 5 - Special U
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Purchase Price	Gross Wgt.	Fuel ++	Type +	Unladen Wgt.	Fotal Axles	Axies	Plate	Make	Year	Unit
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		Document #**	*1 Colorado Trailor	** 0000						VIV
Purchase Price	Gross Wgt.	Fuel ++	Type +	Unladen Wgt.	Total Axles	Axies	Tiate 4	Make	Year	Unit#
			8					ENT LIST	VEHICLE EQUIPMENT LIST	VEHICLE
base No.	Secondary Phone		E-real			Cay, State, Zip	5-12	Region	•	City, State, 29
	Fax No.		Phone No.			Misling Address	County of Residence	County	as Address	Physical Texas Address
		nesan	Contact Passon			DBA			18	Account Name
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Texas Department of Motor Vehicles	Account Number:		Fleet Number:	Supplement:	33.	
Account Name		Was	Contact Person		Account Expinsion	
Physical Texas Address	County of Residence	Mailing Address	Phone No.	Fax No.	TALLED PERM OF SEND	
City, State, 207	Region	Olty, State, Exp	- FEE	Secondary Phone No.	uspore	TH MOR #
List distance traveled	List distance traveled in each jurisdiction in which this fleet traveled for the period of July 1, 2014, through June 80, 2016.	n this fleet traveled for the 30, 2015.	Operation Type (sheek on For Hire Private Carrier Household Goods Carri	<u>e):</u> Haentsi Trailer Hazandous Materiais Camler ' er	Ownership Type (oheok one): Company Comp Partnership Sole	heak one): Corporation Sole Cwiner
			* 3 fes and indicating Hazardous Materials Carrier is checked, the undersigned is detailing Growings of applicable provisions of any state mater carrier eating regulations or humanious materials.	Carrier is checked, the Stubbs provisions of any cardous materials.		
Jurisdiction	Distance	Jurisdiction	Distance	Distance	Jurisdiction	Distance
Alabama		Massachusetts	Oklahoma	Alberta	Alberta British Columbia	
Arizona		Maine	Oregon	Ma	Manitoba	
California		Michigan	Pennsylvania	Ne	New Brunswick	
Colorado		Minnesota	Rhode Island	No	Newfoundland/Lab	
Connecticut		Missouri	South Carolina	No	Nova Scotia	
District of Columbia		Mississippi	South Dakota	9	Ontario	
Delaware		Montana	Temessee	-	Frince Edward Isind	
Florida		North Carolina	Texas	ē	Quebec	
Georgia		North Dakota	Car	8	paskachewan.	
lowa		New Hampshire	Vernont	Total	al Fleet Distance	
Illinois		New Jersey	Washington			
Indiana		New Mexico	Wisconsin	ivo		
Kansas		Nevada	West Virginia			
Kentucky		New York	Wyoming	Table 1		
Louisiana		200	25			
	Actual distances traveled shows on this form behades All vehicles are insured white operated upon the public Application highway use taxes have been paid on the	all interstate and intrestate or create as required by law. I create as required by law.	Actual distances bevelod shown on this form behades all intentative and intrestative relies and electrodes all missage and also hebides and missage operated upon the public route as required by law. Proof of financial responsibility with be carried in each vehicle.  Application ingrisses use taxes have been paid on the power until listed on the attached equipment but.	lease to directive content		
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## Appendix F

NJ

## Texas Apportioned Cab Card Weight Schedule, MCD-357

Account Name: Account Number: Fleet Number:  The following schedule should be completed by all Texas based carriers and should indicate the weight you winderfoliation must be listed in the same unit order as on the original application or supplemental application conjunction with an apportionad registration renewal application, you need only complete this form if you gestered weights of vehicles already in the fleet.  List the total combined Gross Weight of the power vehicles or combination of vehicles (Power Units Only).  AL	sh to prorate	rm is comple	eted in
ehicles must be listed in the same unit order as on the original application or supplemental application onjunction with an apportioned registration renewal application, you need only complete this form if you gistered weights of vehicles already in the fleet.  Ist the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power vehicles or cembination of vehicles (Power Units Only).  Interest of the total combined Gross Weight of the power Vehicles or cembined Gross Weight of the power Vehicles of Combined Gross Weight of the power Vehicles (Power Units Only).  Interest of the	If this for	rm is comple	eted in
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VA			
VT	-	-	
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MA WI WV WY ME AB BC		_	
MA		_	
MD		-	
ME AB BC		-	
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MO NB			
MS NL			
MT NS			
NC ON		_	
ND PE			

Please print or type using black ink for reproduction purposes.

#### **Appendix G**

#### Acceptable Distance Records for Audit, MCD-467



#### **Acceptable Distance Records for Audit**

SIGN AND MAIL COMPLETED FORM TO: TxDMV - Motor Carrier Division P.O. Box 26440 Austin, TX 78755-0440

Under the provisions of Article X of the International Registration Plan (IRP), Texas Department of Motor Vehicles (TxDMV) is required to audit three (3) percent of the number of fleets whose registration it renews annually. A registrant must maintain adequate records to enable TxDMV to verify the distances reported on the registrant's apportioned application and to evaluate the accuracy of the registrant's distance accounting system for its fleet.

A registrant must retain all records in support of an apportioned application for a period of three (3) years following the close of the registration year to which the apportioned application pertains. These records must be maintained for each vehicle apportioned during the reporting period of July 1 – June 30.

A registrant must operate each apportioned vehicle interstate during a reporting/registration period. If an apportioned vehicle did not operate interstate during a reporting/registration period, the registrant shall submit a letter of explanation with the apportioned application to TxDMV.

Records containing the following elements shall be deemed adequate for audit:

- 1) For records produced by a means other than a vehicle-tracking system:
  - a) the beginning and ending dates of the trip to which the Records pertain
  - b) the origin and destination of the trip
  - c) the route of travel
  - d) the beginning and ending reading from the odometer, hubodometer, Engine Control Module (ECM), or any similar device for the trip
- e) the total distance of the trip
- f) the distance traveled in each jurisdiction
- g) the vehicle identification number or vehicle unit number
- 2) For records produced wholly or partly by a vehicle-tracking system, including a system based on a Global Positioning System (GPS):
  - a) the original GPS or other location data for the vehicle to which the records pertain
  - b) the date and time of each GPS or other system reading
  - c) the location of each GPS or other system reading
  - d) the beginning and ending reading from the odometer, hubodometer, ECM, or any similar device for the period to which the records pertain
- e) the calculated distance between each GPS or other system reading
- f) the route of the vehicle's travel
- g) the total distance traveled by the vehicle
- h) the distance traveled in each jurisdiction
- i) the vehicle identification number or vehicle unit

- 3) Summaries:
  - a) a summary of the fleet's operations for each month, which includes both the full distance traveled by each apportioned vehicle in the fleet during the calendar month, and the distance traveled in the month by each apportioned vehicle in each jurisdiction
  - b) a summary of the fleet's operations for each calendar quarter, which includes both the full distance traveled by vehicles in the fleet during the calendar quarter, and the distance traveled in each jurisdiction by the vehicles in the fleet during the calendar quarter
  - c) a summary of the quarterly summaries

In recording the actual distance of a vehicle, the driver must record all trip movement (every mile/kilometer driven interstate and intrastate), including loaded, empty, deadhead, bobtail, off-road, and/or personal miles/kilometers. All odometer readings must be consecutive.

I have read the above and understand that failure to maintain records for my apportioned fleet as required could result in the cancellation of my apportioned privileges. These records will be made available for audit by TxDMV upon request during normal business hours. I further understand that I must keep my mailing address and phone number current with the TxDMV and that my failure to respond to an audit request mailed to my address of record by the stated deadline will result in a 20/50/100 percent fee assessment of the apportionable fees paid for the registration period to which the records pertain and/or cancellation of my apportioned privileges.

APPLICANT INFORMATION					
Name of Registrant	Work Phone ( )				
Mailing Address	Cell Phone ( )				
City	State Zip Code				
Email					
TxIRP Account #	Date				
Signature of Registrant/Agent					

Form MCD-467 (Rev. 10/15) (Previously Known as VTR-467)

Page 1 of

The Texas Department of Motor Vehicles maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under Sections 552.021 and 552.023 of the Government Code, you also are entitled to receive and review this information. Under Section 559.004 of the Government Code, you are also entitled to have us correct erroneous information.

For more information on Acceptable Distance Records, visit our website at www.TxDMV.gov. For comments concerning the audit process call 888-368-4689 or email MCD-Respond@TxDMV.gov.

## **Glossary**

**Average Per-Vehicle Distance** - When the Application is for a Fleet that did not accrue any actual distance during the Reporting Period, the Base Jurisdiction shall assess registration fees for the Fleet based on the average per-Vehicle distance in each Member Jurisdiction, as provided below.

**Base jurisdiction** – Refers to the Member Jurisdiction, selected in accordance with Section 305, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

**Bus (BS)** - A vehicle designed for carrying more than five passengers and used for the transportation of people.

**Cab card** - An evidence of registration, other than a Plate, issued for an Apportioned Vehicles registered under The Plan by the Base Jurisdiction and carried in or on the identified vehicle.

**Commercial vehicle** - A vehicle for which the principal use is the transportation of commodities, merchandise, produce, freight, animals or passengers for hire.

Credentials - The Cab Card and Plate issued in accordance with the Plan.

**Declared combined** - The total unladen weight of any combination of vehicles plus the weight of the Gross Weight maximum load to be carried on the combination of vehicles as set by the registrant, for which the registration fees have been paid.

**Declared gross weight** - The total unladen weight of any combination vehicle, plus the weight of the vehicles maximum load as set by the registrant in the application and for which registration fees have or will be paid. In the case of a bus, auto stage or a passenger-carrying for-hire vehicle with a seating capacity of more than six, the declared gross weight shall be set by multiplying the average load factor of 150 pounds by the number of seats in the vehicles, including the driver's seat. Add this mount to the unladen weight of the vehicle.

**Dump truck (DT)** - A truck with a body that tilts or opens at the back for unloading.

Established place of business - a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Operational records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

#### Household goods carrier - a carrier handling:

- personal effects and property used or to be used in a dwelling, or
- furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires the specialized handling and equipment commonly employed in moving household goods.

**In-jurisdiction distance** - The total distance accumulated in a jurisdiction during the preceding year by vehicles of the fleet while they were a part of the fleet.

**International Fuel Tax Agreement (IFTA)** - The IFTA simplifies the reporting of all fuel taxes (gasoline, diesel, propane, natural gas and gasohol). An IFTA license allows you to file only one tax return to your base jurisdiction and covers distance traveled in all IFTA member jurisdictions. To qualify for an IFTA license, you must:

- Have a commercial vehicle that exceeds 26,000 lbs. GVW or with three or more axles, regardless of weight.
- Be based in Texas.
- Operate interstate.

Note: Fleet consolidation does not require basing in Texas.

For more information on IFTA, please contact the Texas Comptroller of Public Accounts at (800) 252-1383.

**International Registration Plan (IRP)** – The International Registration Plan is an agreement providing for registration reciprocity among Member Jurisdictions.

**Interstate** - Vehicle movement between or through two or more jurisdictions.

**Intrastate** - Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

**Jurisdiction** - A state, country, province, territory, possession or federal district of a country.

**Lessee** - A Person that is authorized to have exclusive possession and control of a Vehicle owned by another under terms of a Lease agreement.

**Lessor** - A Person that, under the terms of a Lease agreement, authorizes another Person to have exclusive possession, control of, and responsibility for the operation of a Vehicle.

**Owner** - A person, firm or corporation who holds the legal title to a vehicle.

Owner/Operator - Equipment lessor who leases their vehicle equipment with driver to a carrier.

**Prorate percentage** - The percentage used for apportioning fees on vehicles that are prorating.

Registrant - A Person in whose name a Properly Registered Vehicle is registered.

**Registration** - A document certifying an act of registration.

**Registration year -** Twelve month period during which, under the laws of the Base Jurisdiction, the registration issued to a Registrant by the Base Jurisdiction is valid.

**Reporting period** - The period of 12 consecutive months immediately prior to the July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year beings on any date in October, November, or December, the reporting period shall be the previous such 12 month period.

**Residence** - The status of an applicant or a registrant as a resident of a member jurisdiction.

**Total distance** - All distance operated by a Fleet of Apportioned Vehicles. Total Distance includes the full distance traveled in all Vehicle movements, both interjurisdictional and intrajurisdictional, and

#### Texas Apportioned Registration Information Packet

including loaded, empty, deadhead, and bobtail distance. Distance traveled by a Vehicle while under a trip Lease shall be considered to have been traveled by the Lessor's Fleet.

**Tractor (TR)** - A motor Vehicle designed and used primarily for drawing other Vehicles, but not so constructed as to carry a load other than part of the weight of the Vehicle and load so drawn.

**Trip Permit** – A permit issued by a Member Jurisdiction in lieu of apportioned or full registration.

Truck (TK) - A Power Unit designed, used, or maintained primarily for the transportation of property.

**Truck tractor (TT)** - A Motor Vehicle designed and used primarily for drawing other Vehicles, but so constructed as to carry a load other than a part of the weight of the Vehicle and load so drawn.

**Unladen weight** - The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway. This does not include the weight of the load to be carried.

**Weight Groups** - Groupings of vehicles that are running with the same gross or combined gross weights within the same jurisdictions.